

Referrals
6/11/19

**INTERNAL
OPERATIONS
STANDING
COMMITTEE**

3

**OFFICE OF CONTRACTING
AND PROCUREMENT**

June 5, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6001798 100% City Funding – AMEND 1– To Provide Trial Litigation Services to the City on Connection with the Estate of Aiyana Stanley-Jones V. Off. Joseph Weekly. – Contractor: Rutledge, Manion, Rabaut, Terry & Thomas P.C. – Location: 333 W. Fort, Detroit, Ste. 1600, MI 48226 – Contract Period: May 9, 2019 through December 31, 2020 – Contract Increase: \$30,000.00 Total Contract Amount: \$230,000.00. **LAW**

Respectfully submitted,

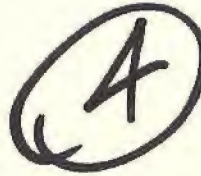
Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL MEMBER **MCCALISTER**

RESOLVED, that Contract No. 6001798 referred to in the foregoing communication dated June 5, 2019, be hereby and is approved.



CITY OF DETROIT
LAW DEPARTMENT



COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
FAX 313•224•5505
WWW.DETROITMI.GOV

June 4, 2019

HONORABLE CITY COUNCIL

RE: Major Russell v. City of Detroit, et al.
CASE NO.: 16-cv-11857
FILE NO.: W16-00159

On May 29, 2019, a settlement agreement between the parties was reached via Settlement Conference. Upon the approval of this Honorable Body, Plaintiff in the above-captioned lawsuit would receive **SEVENTY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$72,500.00)** to settle and dismiss the case in its entirety.

Based upon our review of the facts and particulars of this lawsuit, which are set forth in a confidential memorandum that is being submitted separately to this Honorable Body, it is our considered opinion that this settlement agreement be approved, as it is in the best interest of the City of Detroit.

We, therefore, request Your Honorable Body to authorize approval of the settlement agreement and to direct the Finance Director to issue a draft in the amount of **SEVENTY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$72,500.00)** payable to **Jeffrey S. Burg, Attorney for Plaintiff, and Major Russell**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. **16-cv-11857**, approved by the Law Department.

Respectfully submitted,

/s/Tiffany A. Boyd

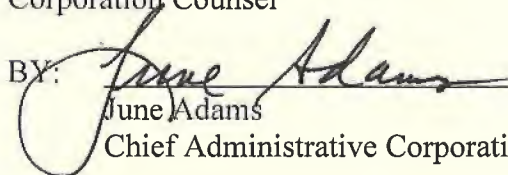
Tiffany A. Boyd

Assistant Corporation Counsel

APPROVED: JUN 05 2019

LAWRENCE T. GARCIA
Corporation Counsel

BY:


June Adams
Chief Administrative Corporation Counsel

Attachments

CITY CLERK 2019 JUN 5 PM 3:43

R E S O L U T I O N

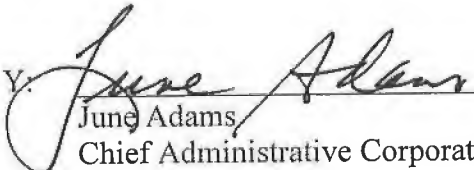
BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **SEVENTY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$72,500.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of **Major Russell and Jeffrey S. Burg, His Attorney** in full payment for any and all claims which Plaintiff may have against the City of Detroit and any other City of Detroit employee, and that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No. 16-cv-11857, approved by the Law Department.

APPROVED:

LAWRENCE T. GARCIA
Corporation Counsel

BY:  _____
June Adams
Chief Administrative Corporation Counsel



CITY OF DETROIT
LAW DEPARTMENT

5

COLEMAN A. YOUNG MUNICIPAL CENTER
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June 4, 2019

HONORABLE CITY COUNCIL

RE: Michigan Pain Management, PLLC (John Johnson) v COD
Case No: 18-174966
File No: L18-00567(CBO)

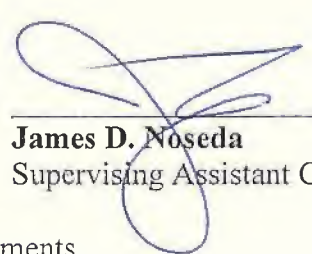
We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Two Thousand Seven Hundred Dollars and ^{NO}/Cents (\$2,700.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Two Thousand Seven Hundred Dollars and ^{NO}/Cents (\$2,700.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to Michigan Pain Management LLC and its attorney, Kajy Law PLLC, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-174966, approved by the Law Department.

Respectfully submitted,


Crystal Olmstead
Senior Assistant Corporation Counsel

APPROVED: JUN 04 2019
LAWRENCE GARCIA
Corporation Counsel

BY: 
James D. Nosedo
Supervising Assistant Corporation Counsel

Attachments

CITY CLERK 2019 JUN 5 PM 3:42

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **Two Thousand Seven Hundred Dollars and NO/Cents (\$2,700.00)** ; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of Michigan Pain Management LLC and **HIS/HER/THEIR** attorney, Kajy Law PLLC , in the amount of **Two Thousand Seven Hundred Dollars and NO/Cents (\$2,700.00)** in full payment for any and all claims which Michigan Pain Management LLC may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 7/21/2015, and otherwise set forth in Case No.18-174966, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.18-174966 and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY:


James D. Noseda
Supervising Assistant Corporation Counsel

Approved by City Council: _____

Approved by the Mayor: _____



CITY OF DETROIT
LAW DEPARTMENT

6

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3535
PHONE 313•224•4550
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May 30, 2019

HONORABLE CITY COUNCIL

RE: Jackson, Marsha v COD, DDOT, and Denise Childress
Case No: 18-005210-NI
File No: L18-00286(PH)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Eighteen Thousand Five Hundred Dollars and ^{NO}/Cents (\$18,500.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Eighteen Thousand Five Hundred Dollars and ^{NO}/Cents (\$18,500.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to Marsha Jackson and her attorney, **Mike Morse Law Firm**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-005210-NI, approved by the Law Department.

Respectfully submitted,

Philip Hiltner
Assistant Corporation Counsel

APPROVED: MAY 31 2019
LAWRENCE GARCIA
Corporation Counsel

BY:
Krystal A. Crittendon
Supervising Assistant Corporation Counsel

Attachments

CITY CLERK 2019 JUN 5 PM 3:41

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **Eighteen Thousand Five Hundred Dollars and ^{NO}/Cents (\$18,500.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of Marsha Jackson and her attorney, **Mike Morse Law Firm**, in the amount of **Eighteen Thousand Five Hundred Dollars and ^{NO}/Cents (\$18,500.00)** in full payment for any and all claims which Marsha Jackson may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 4/28/2017, and otherwise set forth in Case No.18-005210-NI, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.18-005210-NI and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY: _____


Krystal A. Crittendon
Supervising Assistant Corporation Counsel

Approved by City Council: _____

Approved by the Mayor: _____



CITY OF DETROIT
LAW DEPARTMENT

⑦

May 30, 2019

COLEMAN A. YOUNG MUNICIPAL CENTER
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HONORABLE CITY COUNCIL

**RE: AMERICAN ANESTHESIA ASSOCIATES, LLC (Javon Byrd) v.
CITY OF DETROIT**

Case No: 18-162339-GC

File No: L18-00532 / Tana C. Jenkins

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **three thousand, five hundred dollars and ^{NO}/Cents (\$3,500.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **three thousand, five hundred dollars and ^{NO}/Cents (\$3,500.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to American Anesthesia Associates, LLC and **their** attorney, **Gerald K. Paulovich**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-162339-GC, approved by the Law Department.

Respectfully submitted,

Tana C. Jenkins
Assistant Corporation Counsel

APPROVED: JUN 04 2019
LAWRENCE GARCIA
Corporation Counsel

BY:

Yvonne R. Bradley
Supervising Assistant Corporation Counsel

Attachments

CITY CLERK 2019 JUN 5 PM 3:42

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **Three thousand five hundred and ^{NO}/Cents (\$3,500.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of American Anesthesia Associates, LLC and **THEIR** attorney, **Gerald K. Paulovich**, in the amount of **Three thousand five hundred and ^{NO}/Cents (\$3,500.00)** in full payment for any and all claims which American Anesthesia Associates, LLC may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 6/29/2014, and otherwise set forth in Case No. 18-162339-GC, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.18-162339-GC and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY: 
Yuyonne R. Bradley
Supervising Assistant Corporation Counsel

Approved by City Council: _____

Approved by the Mayor: _____



CITY OF DETROIT
LAW DEPARTMENT

8

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
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WWW.DETROITMI.GOV

May 30, 2019

HONORABLE CITY COUNCIL

RE: Upshaw-Flowers, Sheila v. City of Detroit

Case No: 17-011167-NI

File No: L17-00565(YRB)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Twenty Thousand Dollars and ^{NO}/Cents (\$20,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Twenty Thousand Dollars and ^{NO}/Cents (\$20,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to Sheila Upshaw-Flowers and her attorney, Romano Law, PLLC, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 17-011167-NI, approved by the Law Department.

Respectfully submitted,

Yvonne R. Bradley
Supervising Assistant Corporation Counsel

APPROVED: MAY 30 2019
LAWRENCE GARCIA
Corporation Counsel

BY:

Jerry L. Ashford
Chief of Litigation

Attachments

CITY CLERK 2019 JUN 5 PM3:41

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **TWENTY THOUSAND Dollars and ^{NO}/Cents (\$20,000.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of Sheila Upshaw-Flowers and her attorney, Romano Law. PLLC, in the amount of **\$20,000.00 Dollars and ^{NO}/Cents (\$20,000.00)** in full payment for any and all claims which Sheila Upshaw-Flowers may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 10/27/2015, and otherwise set forth in Case No.17-011167-NI, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.17-011167-NI and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY: _____

Jerry L. Ashford
Chief of Litigation

Approved by City Council: _____

Approved by the Mayor: _____

9



LAW DEPARTMENT

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 500
Detroit, Michigan 48226-3437

Phone 313•224•4550
Fax 313•224•5505
www.detroitmi.gov

June 3, 2019

HONORABLE CITY COUNCIL

RE: Green, Lori v COD, DPD Officers, and Unknown Officers
Case No: 18-12098
File No: L18-00482(PH)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Fifteen Thousand Dollars and ^{NO}/Cents (\$15,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Fifteen Thousand Dollars and ^{NO}/Cents (\$15,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to Lori Green and her attorney, **The Marcel Benavides Law Firm**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-12098, approved by the Law Department.

Respectfully submitted,

Philip Hiltner
Assistant Corporation Counsel

APPROVED: JUN 04 2019
LAWRENCE GARCIA
Corporation Counsel

BY:
Krystal A. Crittendon

Supervising Assistant Corporation Counsel

Attachments

CITY CLERK 2019 JUN 5 PM 04:42

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that settlement of the above matter be and is hereby authorized in the amount of **Fifteen Thousand Dollars and ^{NO}/Cents (\$15,000.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of Lori Green and her attorney, **The Marcel Benavides Law Firm**, in the amount of **Fifteen Thousand Dollars and ^{NO}/Cents (\$15,000.00)** in full payment for any and all claims which Lori Green may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 8/12/2017, and otherwise set forth in Case No.18-12098, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.18-12098 and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY: _____
Krystal A. Crittendon
Supervising Assistant Corporation Counsel

Approved by City Council: _____

Approved by the Mayor: _____



CITY OF DETROIT
LAW DEPARTMENT



COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
FAX 313•224•5505
WWW.DETROITMI.GOV

June 3, 2019


HONORABLE CITY COUNCIL

RE: Cameron, Eugene v COD and John Doe, Driver
Case No: 18-010056-NI
File No: L18-00661(TJ)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that acceptance of the Case Evaluation Award in the amount of **Six-thousand, five hundred dollars and NO/Cents (\$6,500.00)** is in the best interest of the City of Detroit.

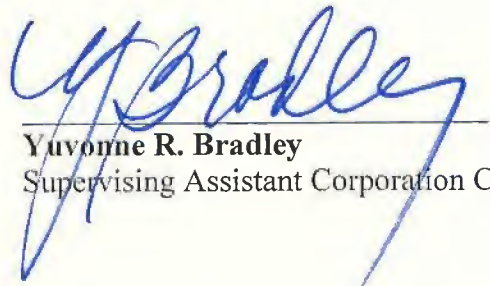
We, therefore, request authorization to accept the Case Evaluation Award in this matter in the amount of **Six thousand, five hundred dollars and NO/Cents (\$6,500.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to Eugene Cameron and **HIS** attorney, Dewnya A. Bazzi, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-010056-NI, approved by the Law Department.

Respectfully submitted,


Tana Jenkins
Assistant Corporation Counsel

APPROVED: JUN 03 2019
LAWRENCE GARCIA
Corporation Counsel

BY:


Yvonne R. Bradley
Supervising Assistant Corporation Counsel

CITY CLERK 2019 JUN 5 PM 3:42

R E S O L U T I O N

BY COUNCIL MEMBER _____:

RESOLVED, that acceptance of the case evaluation award of the above matter be and is hereby authorized in the amount of **Six thousand five hundred and ^{NO}/Cents (\$6,500.00)**; and be it further

RESOLVED, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of Eugene Cameron and **HIS** attorney, Dewnya A. Bazzi, in the amount of **Six thousand and five hundred and ^{NO}/Cents (\$6,500.00)** in full payment for any and all claims which Eugene Cameron may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 10/20/2017, and otherwise set forth in Case No.18-010056-NI, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.18-010056-NI and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

APPROVED:
LAWRENCE GARCIA
Corporation Counsel

BY:


Yvonne R. Bradley
Supervising Assistant Corporation Counsel

Approved by City Council: _____

Approved by the Mayor: _____



CITY OF DETROIT
LAW DEPARTMENT



COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
FAX 313•224•5505
WWW.DETROITMI.GOV

Date: June 4, 2019

To: Honorable City Council

From: Law Department

Re: Law Department Report on MVA Settlements as authorized by resolution of the Detroit City Council.

The Law Department has submitted a privileged and confidential memorandum regarding the above-referenced matter. Please submit this item for referral so that Council may consider any action that is necessary.

CITY CLERK 2019 JUN 4 PM 1:17



CITY OF DETROIT
LAW DEPARTMENT

12

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
FAX 313•224•5505
WWW.DETROITMI.GOV

Date: June 4, 2019

To: Honorable City Council

From: Law Department

Re: Law Department Report on Tax Collection Initiative on Foreclosed Properties as authorized by resolution of the Detroit City Council.

The Law Department has submitted a privileged and confidential memorandum regarding the above-referenced matter. Please submit this item for referral so that Council may consider any action that is necessary.

CITY CLERK 2019 JUN 4 PM2:20



Human Resources
CLASSIFICATION & COMPENSATION
ADMINISTRATION

13

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 314
Detroit, Michigan 48226

Phone 313•224•6936
Fax 313•628•1164
www.detroitmi.gov

June 3, 2019

Honorable City Council

Subject: **Request to Amend the Official Compensation Schedule**

Recommendation is submitted to amend the 2018 – 2019 Official Compensation Schedule to include the pay range for the following new classifications:

Class Code	Title	Salary
45-15-21	Site Coordinator	\$27,304 - \$35,496
45-15-22	Site Leader	\$22,222 - \$27,778
45-15-23	Program Leader	\$20,509 - \$23,650

The above recommendations are at the request of Jan Anderson, Director General Services.

These positions are critical to the after school programs within the Recreation Division to distinguish the differences in requirements and schedules between employees of the recreation centers and employees of the after school programs. All three jobs are tasked with different levels of responsibility involved in operating an after school program location. The State of Michigan has specific criteria that each after school employee must meet that are not required for employees operating the recreation centers. Currently these incumbents are assigned the same job titles as the individuals within the recreation centers. Per the rules of their union, all employees in the same job must be offered the same hours. This could cause issues during school breaks and summer.

To determine the appropriate salary range for the new classification, a market study was conducted with municipalities and organizations that had comparable positions. Based on the results, Classification and Compensation recommends the salary ranges shown above, subject to City Council approval.

Respectfully submitted,

Denise Starr
Human Resources Director

DS/sm

Attachments

BY COUNCIL MEMBER _____

RESOLVED, That the 2018 - 2019 Official Compensation Schedule is hereby amended to reflect the following pay ranges, effective upon Council's approval.

Class Code	Title	Salary
45-15-21	Site Coordinator	\$27,304 - \$35,496
45-15-22	Site Leader	\$22,222 - \$27,778
45-15-23	Program Leader	\$20,509 - \$23,650

RESOLVED, That the Finance Director is hereby authorized to honor payrolls and vouchers in accordance with this resolution, the above communication and standard City of Detroit practices.

CITY OF DETROIT
Human Resources Department
Classification and Compensation Division

TO: Denise Starr, Human Resources Director
FROM: Brittany Bogus, Classification & Compensation Analyst
DATE: June 3, 2019
RE: After School Program Jobs, W.O. 2019-034, 035, 036

Recommendations:

1. The following new classifications be adopted.
2. The 2018 - 2019 Official Compensation Schedule be amended to include the following pay ranges for these classifications.

Class Code	Title	Salary
45-15-21	Site Coordinator	\$27,304 - \$35,496
45-15-22	Site Leader	\$22,222 - \$27,778
45-15-23	Program Leader	\$20,509 - \$23,650

Rationale:

The above recommendations are at the request of Jan Anderson, Director General Services.

These positions are critical to the after school programs within the Recreation Division to distinguish the differences in requirements and schedules between employees of the recreation centers and employees of the after school programs. All three jobs are tasked with different levels of responsibility involved in operating an after school program location. The State of Michigan has specific criteria that each after school employee must meet that are not required for employees operating the recreation centers. Currently these incumbents are assigned the same job titles as the individuals within the recreation centers. Per the rules of their union, all employees in the same job must be offered the same hours. This could cause issues during school breaks and summer.

To determine the appropriate salary range for the new classification, a market study was conducted with municipalities and organizations that had comparable positions. Based on the results, Classification and Compensation recommends the salary ranges shown above, subject to City Council approval.

APPROVED: Denise Starr
Denise Starr
Human Resources Director

**City of Detroit
Human Resources Department
Position Description**

SITE COORDINATOR

INTRODUCTION:

The Site Coordinator provides leadership in the form of instruction or supervision to specific programs or activities in the after school program. Under general supervision, provides leadership on a one-to-one basis or works with groups of individuals as the instructor in programs or activities. The Site Coordinator also serves as the main point of contact for parents and the school district.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Supervises Program Leaders and/or volunteers and provides learning tools for promoting a positive environment.
2. Ensures activities and sites are safe for participants and staff.
3. Determines appropriate staff ratios.
4. Organizes, leads, and instructs individuals and groups in specified programs.
5. Prepares instructional objectives and lesson plans.
6. Supervises and implements safe practices as it relates to participants, programs, and facilities.
7. Performs within work team dynamics positively and successfully.
8. Issues, receives, maintains, and processes inventory equipment and supplies.
9. Maintains attendance and activity records and processes required reports.
10. Enhances the program or activities via participant solicitation or feedback.
11. Recommends suggestions regarding program enhancement and any concerns regarding operations.

QUALIFICATIONS:

- High School Graduation or G.E.D. and completion of one year of college coursework.
- One to two years of experience working in an afterschool program. Experience in the leading or instructing of individuals of various ages and abilities preferred.

KNOWLEDGE SKILLS, AND ABILITY:

Knowledge of the concepts, principles, and practices of the Afterschool Programs, the operational effectiveness, efficiency, or productivity within the department to do work such as:

Knowledge Of:

- Effective methods of managing specific program or activities that are being instructed.
- Effective methods in working with youth or adults with varying degrees of ability.
- General understanding of youth development and proper disciplinary actions.
- Education & practical training in sports, fitness, games, crafts, cooking, outdoor recreation and cultural activities.

**City of Detroit
Human Resources Department
Position Description**

SITE COORDINATOR

Skill In:

- Proper use of tools and supplies in the application of the program.
- Supervising the work of others.
- Physical agility.
- Administering First Aid and demonstrating initiative to the appropriate emergency response as required.

Ability To:

- Interact tactfully and effectively with participants, parents, department personnel and others.
- Organize and plan programs and activities.
- Communicate effectively, orally and in writing.
- Use a personal computer and common office software.

SUPERVISORY CONTROLS:

The Site Coordinator receives instruction and consultation from the Assistant Recreation Activity Coordinator. This position assigns work to the Site Leaders. Ensures that staff adhere to policies and procedures. The assignments of the Site Leaders are reviewed by the Site Coordinator.

GUIDELINES:

The Site Coordinator uses coherent and logical judgment in interpreting and adapting guidelines. Utilizing coherent and logical judgment is required in order to respond to emergencies and difficult situations.

COMPLEXITY:

Work complexity is driven by the policies and procedures that guide the work. Complexity is further driven by the ability to comply with program outline or be creative in developing new programming.

SCOPE AND EFFECT:

The scope and effect of the work centers on ensuring the safety and well-being of child participants as well as other subordinate staff.

PERSONAL CONTACTS:

Personal contacts are usually employees in the immediate organizational unit or in closely related support units. Contacts are with children, their parents, colleagues and the general public.

PURPOSE OF CONTACTS:

Purpose of contacts is to build flourishing relationships with parents and school administrators to ensure the success of the program.

PHYSICAL DEMANDS:

Work is performed within a public school building and is a combination of sedentary and active. Work also involves frequent driving to various locations within the City of Detroit.

**City of Detroit
Human Resources Department
Position Description**

SITE COORDINATOR

WORK ENVIRONMENT:

Work may involve exposure to all seasonal conditions.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Minimum Age Requirement – 18.

CPR and First Aid Certificate required.

Valid State of Michigan Driver's License is required.

Must pass a pre-employment drug test and will be subject to random drug tests thereafter.

Candidates considered for placement in this classification will be subject to a FBI Criminal Background Investigation which includes a fingerprint clearance based on the requirements of the position.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position.

CODE DESIGNATIONS:

Class Code: 45-15-21

EEO Code: 8

Date Established: 06/05/2019

Date Replaces: N/A

**City of Detroit
Human Resources Department
Position Description**

SITE LEADER

INTRODUCTION:

The Site Leader is responsible for the day to day operations of the program site for the Afterschool Program. Under general supervision, provides assistance to the Program Leader by directing, providing feedback, and making suggestions. The Site Leader communicates with their Site Coordinator on a daily basis, keeping them abreast of site issues and fulfills a critical role within the leadership structure of a program. The Site Leader is responsible for developing professional relationships with staff that facilitate teamwork, growth and quality services. Serves as an excellent role model in the areas of participant care, communication, programming, and possess the technical assistance abilities to assist staff in some of the more difficult hands on aspects of the Program Leader position.

MAJOR JOB DUTIES AND RESPONSIBILITIES:

1. Plans and facilitates core programming to advance the physical, social, emotional, and intellectual development of children.
2. Ensures that the daily programming activities, program objectives and the health and safety needs of the program participants are met.
3. Assists in staff development, as they provide mentoring and guidance to new and existing staff as necessary.
4. Maintains confidentiality of all staff related matters.
5. Processes all onsite paperwork for the program.
6. Assists other support personnel in the completion of their work activities.
7. Facilitates the collaboration between after school and regular day staff for the purpose of providing a coordinated and meaningful program for the students.
8. Monitors environment, including outside play areas to maintain a safe and healthy site continuously.
9. Guides and supports after school staff for the purpose of ensuring program success.

QUALIFICATIONS:

High School Graduation or G.E.D. and completion of one year of college coursework.

KNOWLEDGE SKILLS, AND ABILITY:

Knowledge of the concepts, principles, and practices of the Afterschool Programs, the operational effectiveness, efficiency, or productivity within the department to do work such as:

Knowledge of:

- Department rules, policies and procedures.
- Youth development principles.
- Proper usage of forms utilized in the program.
- Purposes and objectives of organized activities.
- Emergency procedures, protocols and notification procedures.

**City of Detroit
Human Resources Department
Position Description**

SITE LEADER

Skill In:

- Communicating orally to others to convey information effectively.
- Managing, caring and promoting positive behaviors with children.
- Planning, developing and executing organized activities.
- Administering First Aid and demonstrating initiative to the appropriate emergency response as required.
- Physical agility.

Ability To:

- Collect data effectively.
- Interact tactfully and effectively with participants, parents, department personnel and others.
- Problem solve, identify issues and create an effective plan of action.
- Prioritize and plan work activities.
- Pay great attention to detail.
- Delegate tasks to others.
- Use a personal computer and common office software.

SUPERVISORY CONTROLS:

The Site Leader receives instruction and consultation from the Site Coordinator. This position assigns work to the Program Leaders and ensures that staff adhere to policies and procedures. The assignments of the Site Leader are reviewed by the Site Coordinator.

GUIDELINES:

The Site Leader uses coherent and logical judgment in interrupting and adapting guidelines. Utilizing coherent and logical judgment is required in order to respond to emergencies and difficult situations.

COMPLEXITY:

Work complexity is driven by the policies and procedures that guide the work. Complexity is further driven by the ability to comply with program outline or be creative in developing new programming.

SCOPE AND EFFECT:

The scope and effect of the work centers on ensuring that child participants are engaged in a safe environment providing positive alternate afterschool activities.

PERSONAL CONTACTS:

Personal contacts are usually employees in the immediate organizational unit or in closely related support units. Contacts are with children, their parents, colleagues and the general public.

PURPOSE OF CONTACTS:

Purpose of contacts is to develop flourishing relationships with parents and school administration to ensure the success of the program.

**City of Detroit
Human Resources Department
Position Description**

SITE LEADER

PHYSICAL DEMANDS:

This position may involve running, jumping and other physical movement necessary to direct the recreational play of child participants.

WORK ENVIRONMENT:

Work is performed within a public school building and may include the use of gymnasiums, classrooms, lunchrooms and outside play areas.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Minimum Age Requirement – 18.

CPR and First Aid Certificate required.

Must pass a pre-employment drug test and will be subject to random drugs tests thereafter.

Candidates considered for placement in this classification will be subject to a FBI Criminal Background Investigation which includes a fingerprint clearance based on the requirements of the position.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position.

CODE DESIGNATIONS:

Class Code: 45-15-22

EEO Code: 8

Date Established: 06/05/2019

Date Replaces: N/A

**City of Detroit
Human Resources Department
Position Description**

PROGRAM LEADER

INTRODUCTION:

Under general supervision, the Program Leader is responsible for on-site activity leadership, working directly with children within the school system.

MAJOR JOB DUTIES AND RESPONSIBILITIES:

1. Assists Site Leader in the preparation and delivery of daily activities by completing assigned tasks.
2. Participates with children in all activities and ensures premier quality and innovation during play times.
3. Creates an engaging environment that fosters a sense of belonging that kids want to participate.
4. Maintains and ensures cleanliness of equipment and materials after each activity.
5. Maintains confidentiality of information provided by parents, staff and administration.
6. Provides friendly, courteous assistance, exceeding customers' expectations every day, which includes building and maintaining healthy professional relationships with parents, children, host agencies, and staff continuously.
7. Provides assistance with homework.
8. Ensures the safety and engagement of the children in their assigned group, and implements a program lesson plan that invites exploration and promotes positive play.
9. Administers First Aid.
10. Participates in staff development activities.

QUALIFICATIONS:

High School Graduation or G.E.D. and completion of one year of college coursework.

One year of experience in working in an afterschool program.

KNOWLEDGE SKILLS, AND ABILITY:

Knowledge of the concepts, principles, and practices of the Afterschool Programs, the operational effectiveness, efficiency, or productivity within the department to do work such as:

Knowledge of:

- Rules and regulations for organized activities.
- First Aid methods, principles and techniques.
- Youth development principles.
- Age appropriate activities.
- Specific program or activity to which is instructed.

**City of Detroit
Human Resources Department
Position Description**

PROGRAM LEADER

Skill In:

- Managing, caring and promoting positive behaviors with children.
- Communicating orally to others to convey information effectively.
- Physical agility.
- Administering First Aid and demonstrating initiative to the appropriate emergency response as required.

Ability To:

- Exhibit mature and professional behavior.
- Make independent judgments.
- Adhere to policies and procedures in a proactive manner.
- Ensure the safety and care of participants is your primary focus.
- Motivate and engage children and manage behavioral challenges.
- Adapt and be flexible to changing work location assignments.
- Use a personal computer and common office software.

SUPERVISORY CONTROLS:

The Program Leader receives instruction and consultation from the Site Leader.

GUIDELINES:

The Program Leader uses coherent and logical judgment in interpreting and adapting guidelines, and adheres to established program policies and procedures.

COMPLEXITY:

Work complexity is driven by the policies and procedures that guide the work. Complexity is further driven by the ability to comply with the program outline.

SCOPE AND EFFECT:

The scope and effect of the work focuses on the safety and well-being of all minor participants by ensuring they are present and accounted for at all times.

PERSONAL CONTACTS:

Personal contacts are usually employees in the immediate organization unit or in closely related support units. Contacts are with children, their parents, colleagues and the general public.

PURPOSE OF CONTACTS:

Purpose of contacts is to build flourishing relationships with parents and school administrators to ensure the success of the program.

PHYSICAL DEMANDS: Work is performed within a public school building and is mostly active as this is a recreation program.

**City of Detroit
Human Resources Department
Position Description**

PROGRAM LEADER

WORK ENVIRONMENT: Assigned work locations are subject to change in order to ensure appropriate staffing levels at each location. Work is performed indoors and outdoors with exposure to all seasonal conditions.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Minimum Age Requirement – 18.

CPR and First Aid Certificate required.

Must pass a pre-employment drug test and will be subject to random drugs tests thereafter.

Candidates considered for placement in this classification will be subject to a FBI Criminal Background Investigation which includes a fingerprint clearance based on the requirements of the position.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position.

CODE DESIGNATIONS:

Class Code: 45-15-23

EEO Code: 8

Date Established: 06/05/2019

Date Replaces: N/A



CITY OF DETROIT
HUMAN RESOURCES DEPARTMENT
LABOR RELATIONS DIVISION



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June 5, 2019

HONORABLE CITY COUNCIL:

Re: Implementation of the 2019 – 2023 Labor Agreement between the City of Detroit and the employees Represented by Service Employees International Union, Local 517M, (Professional and Technical Unit)

The Labor Relations Division is recommending your Honorable Body's official approval of the 2019 - 2023 Master Agreement between the City of Detroit and the Service Employees International Union, Local 517M, (Professional and Technical Unit).

The Master Agreement covers wages, hours and other basic conditions of employment from January 1, 2019 through June 30, 2023. It has been signed by all parties concerned and meets with the approval of the Labor Relations Division.

We therefore respectfully request that your Honorable Body adopt the following resolution with a Waiver of Reconsideration.

Respectfully submitted,

Hakim W. Berry
Chief Operating Officer



By Council Member _____:

WHEREAS, the City of Detroit and the Service Employees International Union, Local 517M, (Professional and Technical Unit) have met the standards for recognition as exclusive agents for their members in the employ of the City of Detroit under Public Act 336 of 1947, as amended, and

WHEREAS, the Labor Relations Division, under the direction of the Mayor, is authorized and directed by the City Charter to act for the City of Detroit in negotiation and administration of collective bargaining agreements, and

WHEREAS, the Labor Relations Division and the Service Employees International Union, Local 517M, (Professional and Technical Unit) have met and negotiated this labor agreement which cover wages, hours and other economic conditions of employment through June 30, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Master Agreement between the City of Detroit and the Service Employees International Union, Local 517M, (Professional and Technical Unit), be and is hereby approved and confirmed in accordance with the foregoing communication.



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER

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**CFO MEMORANDUM
NO. 2019-101-010**

TO: Michael E. Duggan, Mayor; Honorable Detroit City Council
FROM: David P. Massaron, Chief Financial Officer
SUBJECT: Fiscal Impact of Proposed Contract between the City of Detroit and the SEIU Local 517-M (Professional and Technical Unit)
DATE: June 7, 2019

1. AUTHORITY

- 1.1. State of Michigan Public Act 279 of 1909, Section 4s(2)(d), as amended by Public Act 182 of 2014, states the chief financial officer shall submit in writing to the mayor and the governing body of the City his or her opinion on the effect that policy or budgetary decisions made by the mayor or the governing body of the City will have on the City's annual budget and its four-year financial plan.
- 1.2. CFO Directive No. 2018-101-029 Fiscal Impact Statements states that the CFO shall issue Fiscal Impact Statements for all items requiring fiscal impact statements, as defined in that Directive, to provide financial information to the Mayor and the City Council as they consider action on proposed local policy or budgetary decision items.

2. PURPOSE

- 2.1. To provide financial information to the Mayor and the Detroit City Council as they consider action on the proposed contract between the City of Detroit (the "City") and the SEIU Local 517-M (Professional and Technical Unit) (the "SEIU").

3. OBJECTIVE

- 3.1. This Memorandum serves as the report on the fiscal impact of the proposed contract in relation to the City's annual budget for FY 2020 and four-year financial plan for FY 2020 – FY 2023 (the "City budget").

4. SCOPE

- 4.1. This Memorandum is not intended to convey any statements nor opinions on the advisability of entering into the provisions in the proposed contract, including but not limited to Work Rules, except for those components of the proposed contract that have or may have a fiscal impact on the City budget.
- 4.2. This fiscal impact analysis is based on the proposed contract submission to the City Council dated June 5, 2019. Should the proposal change prior to final approval, an updated CFO Memorandum on its fiscal impact would need to be issued.

5. STATEMENT

- 5.1. Conclusion: The proposed contract has no net negative impact on the City budget.
- 5.2. Background: The proposed contract's financial provisions would impact the budget for the Police Department and Fire Department, providing an immediate market rate

adjustment of 7% for all bargaining unit members and the opportunity for performance-based increases and higher starting salaries for new employees commensurate with experience. It also provides a one-time 2% lump sum payment to members with 10 years or more of seniority in the title, payable in FY 2020.

5.3. Fiscal Impact: The proposed wage increases can be supported within the City budget. Thus, the proposed contract changes would not require the identification of offsetting budget resources, and there is no net negative impact on the City budget.

City of Detroit
SEIU Local 517-M (Professional and Technical Unit)

<i>\$ in thousands</i>	2020	2021	2022	2023
Budgeted wages				
Budgeted annual wages	\$ 797	\$ 813	\$ 829	\$ 846
Budgeted FTE	21	21	21	21
Proposed wages				
Proposed annual wages	\$ 781	\$ 781	\$ 781	\$ 781
Proposed market rate adjustment	7.0%	0.0%	0.0%	0.0%
Lump sum payment for 10+ years of service	6	-	-	-
Available for merit increases	10	32	48	65
Incremental wages	\$ -	\$ -	\$ -	\$ -
Incremental overtime ¹	-	-	-	-
Incremental other fringes ²	-	-	-	-
Incremental cost/(savings) from proposed wages	\$ -	\$ -	\$ -	\$ -
Net impact on Four-Year Financial Plan	\$ -	\$ -	\$ -	\$ -

Notes:

1. Overtime calculated utilizing historical actual data
2. Comprised of 5% for hybrid pension and 13% for other fringes

SEIU 517 M PROFESSIONAL AND TECHNICAL UNIT

SUMMARY OF CHANGES

2019-2023

Article 6. Dues and Fees Check Off

A.1. reference to dates when an employee may revoke dues **DELETED** to conform to the U.S. Supreme Court ruling in Janus v AFSCME

C. **DELETED** to conform to U. S. Supreme Court ruling Janus v AFSCME

Article 8. Grievance and Arbitration Procedure

B. **DELETED** language referencing Coalition of Unions which no longer exists

P. **NEW** Expedited Arbitration provides for a fast track system to discharge grievances.

Article 12. Seniority

C.4. Lay off period **changed** from four (4) years to three (3) years to conform with changes to the Civil Service Reduction in Force Rules.

I. **DELETED** language obsolete

Article 18. Employee Input

DELETED language referencing monthly meetings with the City's C.O.O, Purchasing Office and Labor Relations

NEW language commits to providing forum for employee input and allows union to request meeting to discuss efficiencies, cost savings and operation changes

Article 32. Work Week, Work Day, Shift Premium

B. 1. **NEW** Language clarifying that work week is forty (40) hours. **DELETED** reference to 35 hour work week

E. Language clarifying that employees are paid bi-weekly and the use of direct deposit and debit cards

Article 33. Overtime

C.1. **DELETED** language referencing daily overtime

2. **NEW** language clarifying that vacation and holiday counted towards overtime

Article 34. Holidays and Excused Time Off

A. **DELETED** language referencing swing holidays

Article 36. Vacations

DELETED Two-tiered Vacation Schedule; all employees earn vacation regardless of hire date.

SEIU 517M Professional and Technical Unit
Summary of Changes
2019-2023

Article 38. Jury duty

Language deleted and added to clarify that Jury Duty counted towards overtime.

Article 39. Hospitalization, Medical, Dental, Optical

A. Language deleted and added to clarify plan participation of F.T. employees

Language added that City has sole discretion to change insurance carriers

B. 1. **DELETED**

2. **DELETED**

C. Language clarifying where medical plans can be found

Language deleting use of grievance procedure

D. Clarifying language as to what constitutes breach for City

E. **DELETED** reference to Coalition

Language added City has sole discretion to add plans; city will meet with unions to discuss changes

F. **DELETED** reference to Coalition

G. **DELETED** reference to Coalition

Article 39A. Retiree Medical Benefits ----DELETED

Article 42. Wages and Increases

A. Bargaining Unit to receive a seven (7%) percent salary market adjustment

Bargaining Unit members to transition to Step Code R

Bargaining Unit members hired with no experience shall be hired at the minimum with increase each July 1 in accordance with Step code R.

Bargaining Unit members with ten (10) years or more seniority in the title shall receive a one-time lump sum payment of 2% (two percent) of annual earnings payable on July 1, 2019.

B. **DELETED** Lump Sum payments

C. **DELETED** Longevity

D. **DELETED** Step Increases

E. **DELETED** this language moved to Article 32

Article 43. Clothing and Uniform Allowance

This article should be read with the attached Uniform Memorandum of Understanding.

SEIU 517M Professional and Technical Unit
Summary of Changes
2019-2023

- A. Language modified from every two (2) years to (1) yearly
- B. Language modified from every two (2) years to (1) yearly
- D. **NEW** employees to receive full complement of uniform at the end of probation period.
- E. **NEW** newly hired to receive allowance after one (1) year

Article 47. Labor Management Restructuring Committee-- DELETED

Article 48. Modification and Duration

Contract expires June 30, 2023

Request to modify 90 days prior to the expiration of the contract

DELETED reference to the Emergency Manager, Michigan State Treasurer and Bankruptcy court

Memorandum of Understanding

- Tuition Reimbursement
If the program is reinstated bargaining unit employees will be able to participate.
- Uniform
Outlines the type and amount of uniform(s) to be provided.

Letter of Understanding

- Retiree Health Benefits